

**Minutes of the Board meeting held on  
Friday 27<sup>th</sup> June 2008 at CSL in Sand Hutton, near York**

**Present:**

Ian Housley (Chair)  
Adrian Belton (Vice Chair)  
Barrie Clarke (BC) dialled into the meeting using a conference call facility.  
Jonathan Garrett  
Jiggy Lloyd  
Paul Pritchard  
Ian Russon  
Russell Foster  
Martin Baxter

**Also in attendance:**

Nadine Barton (NB) – Minutes

*The meeting commenced at 10.42.*

**1. Welcome and apologies**

IH welcomed everyone to the meeting. He also welcomed BC, who dialled into the meeting using a conference call facility. There were no apologies.

**2. Strategy**

A discussion on strategy development took place, see Appendix 1. The following actions were agreed:

- 2.1. *Action: PP to provide the Board with examples of 'scenario tests'*
- 2.2. *Action: MB to produce a second draft based on the day's discussions and circulate to the Board for their comments before the next meeting*
- 2.3. *Action: The Board to have decided on the correct set of scenarios before the next meeting*
- 2.4. *Action: NB to organise a separate strategy session for the afternoon before the next Board meeting*

**3. Corporate governance**

It was confirmed to the Board that the Council had been duly elected/appointed and had ratified itself into existence at the first Council meeting, which took place on 3<sup>rd</sup> June 2008. Allen Norris chaired the meeting but the Council now have the opportunity to elect a Chair. Nominations are to be sent to MB by 31<sup>st</sup> July 2008. It was confirmed that the Council welcome Board members to attend the meetings as observers. MB also informed the Board that the Corporate Governance document will need to be updated following the next Council meeting.

- 3.1. *Action: MB to propose corporate governance document updates to the Board once agreed by Council.*

#### 4. CEO Report

The May accounts were distributed to the Board, showing that the Institute is ahead of or on target in all areas. RF explained to the Board that Corporate membership recruitment has been put to one side for the time being as there is currently insufficient time and resources to address the area.

RF updated the Board on the Chongqing initiative, which is still ongoing, and the potential partnership between the Institute and the Independent Newspaper. He also informed the Board that SiLC had been awarded £50k of funding and that Richard Meddings (IEMA Technical Advisor) had become the youngest ever Full member of the Institute at 26 years old. Another milestone for the IEMA is that the SocEnv recently achieved 5000 Chartered Environmentalists, with the final 3 being IEMA members.

The IEMA Conference was also covered, with RF informing the Board that the income was down by around £25k. The actual figure will become clear in due course. Despite a poor financial performance the feedback from delegates was excellent. Planning for the IEMA Conference 2009, which will mark the 10<sup>th</sup> anniversary of the Institute, is underway. There were some suggestions from the Board about how to get big name speakers and how to extend the influence of the Conference so that it is not just members who attend, including a 'plus one' scheme.

AB asked at what point the Board should review the increase in issues of the environmentalist to 20 issues per year. RF reported that Consilience have assured the Institute that they have enough material to fill the extra issues and the standard of adverts is good. The advertising revenue is also ahead of target at this time. The Board requested that a report on the feedback from the increase in the number of issues takes place at the next Board meeting.

4.1. *Action: RF to report on feedback from the increase in number of magazine issues to be presented at the next Board meeting, including financial assessment and reader/advertiser feedback*

The IEMA is entitled to have two representatives on the SocEnv Board. John Brady recently stepped down and the Board were invited to volunteer to fill this position.

4.2. *Action: RF to send an email to the Board about the vacant position on the SocEnv Board and check to see if it has to be an IEMA member*

The issue of the lessons learnt about the departure of the Company Accountant was closed out.

PP suggested that it would be useful for the Board to be informed of any vacant positions at St. Nicholas House. The Board also suggested having a staff turnover rate calculated against other similar organisations.

4.3. *Action: RF to include staff vacancies and staff turnover rate in CEO Report*

JG requested that the performance indicators on the health and safety report be clearer, and more outcomes focussed, showing what actions have been completed and what actions are outstanding (e.g. % actions arising from inspection completed on time against plan).

4.4. *Action: Performance indicators in health and safety report to show both incomplete and to be completed actions and details of what has actually been done.*

## **5. Minutes of previous meeting and matters arising**

All actions from the previous meeting are now complete. There were no matters arising.

## **6. Date of next meeting**

The next meeting will be held on Friday 19<sup>th</sup> September. A strategy focussed session will be organised for the afternoon of Thursday 18<sup>th</sup> September. The meeting dates for 2009 will be decided at the next meeting.

6.1. *NB to organise next Board meeting and the strategy session*

## **7. Any other business**

AB suggested that the Board have a forward planner for the next few Board meetings, showing intended topics and agenda items. This will allow Board members to have an outline of upcoming business.

7.1. *Action: MB to circulate a forward planner to the Board*

*There being no further business the meeting ended at 12.53.*

**Appendix 1 – Strategy Discussion**

*Not included in the publicly available version*

